



CONTRACT NO. IB7282-5/13-5
PRE-QUALIFICATION OF BIDDERS FOR TIME EQUIPMENT MAINTENANCE AND REPAIR
FOR VARIOUS MIAMI-DADE COUNTY DEPARTMENTS

The purpose of this solicitation is to pre-qualify vendor for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by several County departments in order to obtain price quotations for the provision of Time Equipment (maintenance, repair, and cleaning) services.

Contract Term: 08/01/2013 – 07/31/2019
Commodity: 939-18
Contract Amount: \$174,500.00

Contracting Officer: Bonnie Taylor Wilson
Phone: 305-375-5765
Fax: 305-375-4407
Email: bonniew@miamidade.gov

A. Applicable Ordinances for Quotations:

1. **Local Certified Service – Disabled Veteran** should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. At the time of bid submission, the vendor must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Status and submit this affirmation and a copy of the actual certification along with the bid.
2. Local Preference <https://www2.municode.com/library/fl/miami-dade-county/codes/code-of-ordinances> (Section 2-8.5; also applicable to Broward County vendors)
Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means the *nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.
3. **Cone of Silence** <https://www2.municode.com/library/fl/miami-dade-county/codes/code-of-ordinances> (Section 2-11.1)
4. **UAP/Inspector General Fees**
<https://www2.municode.com/library/fl/miami-dade-county/codes/code-of-ordinances> (Section 2-8.10)

B. How to Apply Bid and Local Preference to Quotes, if applicable:

1. Bid preferences shall be given to bidders that are identified as certified SBE/Micro, **if applicable**. The bid preference shall be calculated and subtracted from the total quote price or item for evaluation purposes only. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the final awarded price.
2. Whenever a quote contains both, Bid Preference (SBE/Micro) and Local Preference, departments must apply the bid preference first. Follow the Administrative Guidelines stated in the solicitation/contract document with regard to the applicable measure. The preference should be applied as listed in the table below based on the estimated value of the project and whether or not a set-aside or preference measure is applicable:



CONTRACT NO. IB7282-5/13-5

**PRE-QUALIFICATION OF BIDDERS FOR TIME EQUIPMENT MAINTENANCE AND REPAIR
FOR VARIOUS MIAMI-DADE COUNTY DEPARTMENTS**

	SBE-MICRO Tier 1	SBE-MICRO Tier 2	SBE-MICRO Tier 3
Set-Asides Up to \$100K (All SBE Goods and Services firms are eligible for Set-asides)	Bid Preference 10%	Bid Preference 5%	Bid Preference 0%
Set-Asides Over \$100K	\$100K-\$750K	\$750K to \$2 Million	\$2M to \$5 Million
Bid Preference up to \$100K (when not a set-aside)	Bid Preference 10%	Bid Preference 10%	Bid Preference 5%
Bid Preference over \$100K to \$1 Million	All Tiers 10%		
Bid Preference Over \$1 Million	All Tiers 5%		

3. Whenever a quote contains both Local and Locally Headquartered Firms: If the apparent low bidder is a non-local firm and the locally headquartered firm prices are within 15% of the low bidder, department must proceed to the apply locally headquartered preference and proceed with following the "Best and Final" (BAFO) process. Similarly, if a Local firm is the lowest bidder and a locally headquartered firm is within 5% of the local firm lowest price, department must proceed to apply locally headquartered preference and obtain the BAFO in accordance with Section 2-8.5 of the Miami-Dade County Code.

C. Pre-Qualified Bidders:

Firm Name	FEIN #	Firm Address	Contact Name	Phone Numbers	E-Mail Address
Time Management Systems Inc.	261128302 01	3220 Line Drive Sioux City, IA 51106	Tom Monk	T: 727-822-3342 F: 712-271-8463	tomm@tmstime.com
Automated Business Machines	591494132 01	6073 NW 167 Street Suite C-24 Miami, FL 33015	Barry W. Singer	T: 305-620-0020 F: 305-620-2201	sales@abmmiami.com
Computer Based Associates, Inc.	651062375 01	5070 NW 74 Avenue Miami, FL 33166	Chao Wei	T: 305-228-6163 F: 30-675-2944	cwei@netcba.com



CONTRACT NO. IB7282-5/13-5
PRE-QUALIFICATION OF BIDDERS FOR TIME EQUIPMENT MAINTENANCE AND REPAIR
FOR VARIOUS MIAMI-DADE COUNTY DEPARTMENTS

D. Maintenance:

1. Minimum Maintenance Service will include repairing, adjusting, lubricating and replacement of all parts necessary to keep machines in good operating condition. This service included shop repairs if necessary. Repairs due to accident or abuse are not included as part of the vendor's responsibility.
2. Time equipment covered under this contract shall receive a minimum of two (2) regular preventative maintenance inspections every six (6) months, to include but not limited to general cleaning of the unit and unlimited service calls.
3. Inspection includes the following services, to include but not limited to the following where applicable: Remove dust cover plates; blow-out dust and dirt with compressed air; lubricate all moving parts as required. Thoroughly check performance of equipment and made any necessary adjustment and/or repairs.
4. Maintenance Service on Time equipment will consist of cleaning adjusting, replacing parts when needed and keeping equipment in first rate operating conditions, including all intervening calls necessary between regular inspections except those repairs necessitated by accident, current fluctuation, power failure.

NOTE: The prospective vendors bidding on the repair of the Time equipment must be, if available, factory authorized. Documentation should be available upon request, prior to spot market award.

5. All new parts supplies must be of Original Equipment Manufacture as recognized by the products manufacturer.
6. As requested by the County department, the vendor will supply to the County the manufacturer's original packaging for any new part used in the service job, and will return to the County any old part replaced.

E. Repairs:

1. Repairs shall be made in accordance with commercial practices and shall be performed during normal working hours, 8:30am to 4:30pm, Monday through Friday, excluding Saturdays, Sundays and Holidays observed by the County.
2. All parts used in connection with repair or equipment shall be new standard parts manufactured by the equipment manufacturer.
3. Those pieces of equipment that are determined by the vendor's experience with expertise to be obsolete or beyond economical repair will be reported to the County with supporting reference such as service notes, technical service bulletins and parts availability.
4. Successful spot market bidder shall complete repairs within twenty-four (24) hours after notification that services is required.
5. When equipment is required to be removed, to vendor's establishment for repair, vendor shall be responsible for loss or damage from the time it leaves the County site until it is returned to the County in good operating condition. A loaner of the same type of equipment, if required, will be furnished to the County without additional expense.
6. All repair tickets must contain at least the following information:
 - a. Date of service
 - b. Equipment type and model
 - c. Location of equipment
 - d. Serial Number



CONTRACT NO. IB7282-5/13-5

PRE-QUALIFICATION OF BIDDERS FOR TIME EQUIPMENT MAINTENANCE AND REPAIR
FOR VARIOUS MIAMI-DADE COUNTY DEPARTMENTS

- e. Problem or complaint
- f. Corrective action, including parts
- g. Purchase Order Number

F. Manufacturers:

The following is a representative listing of various, but not limited to, Time Equipment Manufacturers in use throughout the County.

<u>Manufacturers' Makes and Models</u>
Acro Print
Amano/Cincinnati
Dimep
Lathem
Rapid Print
Simplex
Stromberg
Widmer

G. Event Log

ADD NO.	DATE ISSUED	EVENT	AGENT
1	6/15/2016	Increased allocation for ID06 (Internal Services) by \$2,500 and CL (Clerk of Courts) by \$10,000.	Bonnie Taylor Wilson
2	7/29/2016	Added Vizcaya (VZ) \$3,600 and Internal Services (ID14) \$550. Increased allocation for Miami-Dade Police Department (PD) \$5,000 and Miami-Dade Public Housing (HD) \$6,000.	Bonnie Taylor Wilson